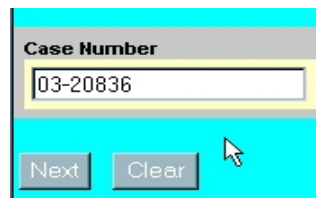**Stand Alone Proposed Orders**

**STEP 1**      Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the CM/ECF Main Menu, then click on **Miscellaneous**.
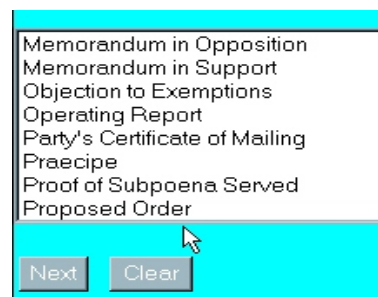




**STEP 2**      The **Case Number** screen displays.
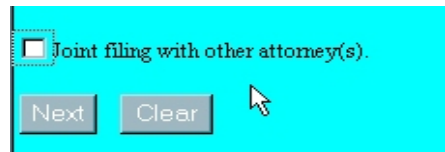


♦      Enter the case number.
♦      Click on the **Next** button.

**STEP 3**      The **select type of docume**nt being filed screen displays.



♦      Scroll the options to highlight Proposed Order.
♦      Click on the **Next** button.

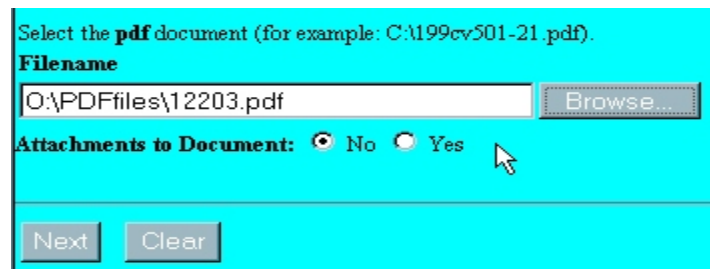**STEP 4**        The **Joint filing with other attorney(s)** screen is displayed.



♦        Click in **the Joint filing with other attorney(s)** box only if this is a joint filing to
         add any additional attorneys.
♦        Click on the **Next** button.

**STEP 5**        The **Select the Party** screen displays.



♦        Click on the party(s) name, then click on the **Next** button .

**STEP 6**        The **Select the pdf document** screen displays.



♦        Type the path and file name in the blank box, or
♦        Click on the **Browse** button to navigate to the appropriate directory and file.
♦        If there are no attachments to the document, click on the **Next** button.

**STEP 7**        The **Certificate of Service** screen displays.

♦        Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
♦        Click on the **Next** button.

**STEP 8**        The **Select Category** screen displays.

♦        Scroll through the available options to locate the category of choice. Click on the category to highlight.  If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
♦        Enter a date range if necessary.
♦        Enter a range of documents if necessary.
♦        Click on the **Next** button.

**STEP 9**        The **Docket Text** screen showing all related documents pertaining to the category chosen in Step 8 is displayed.

♦        Click in the box to the left of the document(s) being withdrawn.
♦        Click on the **Next** button.

**STEP 10**        The **Docket Text: Modify as Appropriate** screen displays.

> Docket Text: Modify as Appropriate.
> PROPOSED ORDER submitted by Debtor Mary Jane Smith Re:[3] Motion to Borrow
> [18,000 to purchase a new vehic]  . (atygjb, )
>
> [Next]  [Clear]

♦        Add additional text if needed.
♦        Click on the **Next** button.

**STEP 11**        The **Docket Text: Final Text** screen displays.

> Docket Text: Final Text
> PROPOSED ORDER submitted by Debtor Mary Jane Smith Re:[3] Motion to Borrow *18,000 to purchase a new vehicle.* (atygjb, )
>
> Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
> [Next]  [Clear]

♦        Verify the final docket text. If correct, click **Next**.
♦        If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
♦        To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 12**        The **Notice of Electronic Filing** screen will display showing the essential data for this filing.  Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from atygjb, entered on 10/10/2003 at 3:51 PM EDT and filed on 10/10/2003
> **Case Name:**          Mary Jane Smith
> **Case Number:**        2:03-bk-20836
> **Document Number:** 4
>
> **Docket Text:**
> PROPOSED ORDER submitted by Debtor Mary Jane Smith Re:[3] Motion to Borrow *18,000 to purchase a new vehicle.* (atygjb, )
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\11703.pdf
> **Electronic document Stamp:**
> [STAMP bkecfStamp_ID=1019576470 [Date=10/10/2003] [FileNumber=4896-0]
> [6afb842a51f2eea698384c753d4fdb2df766430afbc7cd0d86190cc7f9ede29a5368a
> 03f0c96b69438e8b2c6b9218f89e66a703115924699566593df6446bb8a]]
>
> **2:03-bk-20836 Notice will be electronically mailed to:**
>
> **2:03-bk-20836 Notice will not be electronically mailed to:**
>
> atygjb